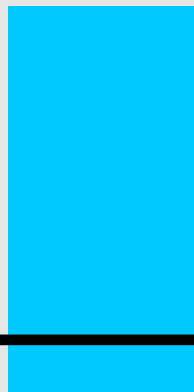




# CLIENT FIRST DAY CHECKLIST

reogroup temporary staff

- 1.** Make sure you have set up your profile in TIMETEMP ready for approvals.
- 2.** Welcome the candidate into your business - treat them like any other new employee. Smile at them, make them feel warm and fuzzy! Show them where the coffee machine is...
- 3.** OH&S - make sure you show them around, remembering the fire exits and exit plan.
- 4.** Onboarding - introduce the new employee to the key people in the business. Make sure they feel welcomed by the team.

- 5.** I.T - let's get them set up for success! Guide them through access to laptops and the software needed to execute their role.
- 6.** Handover of work and on-desk training - take them through your standard operating procedures (they haven't worked with you before and need to learn your business).
- 7.** Explain the deliverables that need to be met and set expectations.
- 8.** End of first day check in - before they leave make sure you cover off any questions they may have and set a plan for the week ahead.

reogroup

[www.reogroup.com.au](http://www.reogroup.com.au)

[info@reogroup.com.au](mailto:info@reogroup.com.au)

02 8211 3488

Sydney | Parramatta | Adelaide | Perth